

Please use this checklist to inform yourself about what is needed for this application and to ensure that your application and supporting materials are complete. For questions, please call 617-796-1420. Thank you.

CHECKLIST FOR NEW AND TRANSFER OF COMMON VICTUALLARS

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Application with Fee

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Signed Lease by All Parties

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Floor Plan

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Corporate Vote

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List of Officers

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Abutter Notification

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Legal Notice

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Newspaper Ad (Original)